

# ANNUAL REPORT

## 2017-18



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# Foreword

Welcome to our annual report for the year 2017-18.

This year in one word can be defined as the year of setbacks and challenges.

The most coveted, successful and biggest project 'APARAJITA' was in its final year and a few smaller ones were also ending. Our loyal, committed and very hard working colleagues in ten districts had to be released from their exciting and rewarding duties of socially and politically empowering grassroots people especially women.

Within a few months of the year, I became seriously ill. I had to go abroad for treatment. This was a shock for me, my family, friends, colleagues and associates. Democracywatch suddenly fell into a labyrinth. However, my colleagues took up the challenge bravely and boldly as a solid team and prepared themselves to face it.

The problems were multifaceted, prolonged absence of Executive Director, meager funding situation not enough for meeting all ends. They stood by Democracywatch to defend democracy, governance and human rights gallantly.

I express my heartfelt gratitude to the donors who had trust in us, my Board of Directors for their allegiance and faith and salute my defiant colleagues some of whom have worked on a voluntary basis. They are carrying on with the hope of turning it round to see the bright light at the end of this year's dark tunnel.

Thank you all.

Taleya Rehman  
Chairperson  
Democracywatch

## Table of Contents

<b>Executive Summary</b> .....	4
<b>G O V E R N A N C E</b> .....	7
Local governance Program SHARIQUE .....	7
Ensuring Free and Fair Election .....	11
USAID’s Justice for All Program (JFA)-Mymensingh and Tangail .....	13
<b>Y O U T H   L E A D E R S H I P</b> .....	16
Active Citizens Youth Leadership Training (ACYLT) .....	16
PRODIGY .....	20
LIFESKILLS .....	24
<b>P A R T N E R S H I P   A N D   N E T W O R K I N G</b> .....	25
<b>M O N I T O R I N G</b> .....	26
Monitoring System and Procedure .....	26
<b>M A N A G E M E N T</b> .....	28
Governance Functionality .....	28
<b>F I N A N C E</b> .....	29
Executive Committee Member, 2018 .....	36
Members of the General Body .....	37

## Executive Summary

This year was a challenging year for Democracywatch. The Executive Director was away sick so the full responsibility of continuation and smooth running of the projects, managing and maintaining transparency in Dhaka and district based offices were colossal task for the Acting Executive Director the Deputy Executive Director and the Directors. It was indeed a very challenging task. My heartfelt thanks to my colleagues, who had faith in Democracywatch and to our Chairperson and the Board of Directors whose support gave us the moral strength and inspiration to carry on, work hard and explore new avenues of interventions in spite of enduring enormous pressure.

We implemented six projects in our main area of intervention of **Governance**. They were:

- Local Governance Program SHARIQUE
- Ensuring Free and Fair Election
- Justice for All (JFA) Mymensing
- Justice for All (JFA) Tangail

### LOCAL GOVERNANCE PROGRAM SHARIQUE:

Sharique is new and our biggest project which is being implemented this year. It contributes to the empowerment of local citizens to make and implement inclusive, gender sensitive and pro-poor collective choices about their lives and livelihoods through democratic, transparent, inclusive and effective local government systems. SHARIQUE is being implemented in Gaibandha district's seven Upazilas (Gaibandha, Fulchari, Saghata, Gobindaganj, Palashbari, Sadullapur and Sundarganj). Sixteen staffs work at our office in Gaibandha.

During the reporting period we have conducted 82 orientation sessions where a total of 1458 volunteers participated in the different meetings of UP committees.

We have conducted 246 training sessions for WP members where a total of 7546 WP participated. The presence of 4418 female members of the total participants was noticeable. The reason for this was it was harvest time so most of the men were busy harvesting.

We have conducted a total 246 training session at the community level where 7567 WP members participated from 82 Unions. Among the total participants 57.75% were female. We are very happy for that.

## ENSURING FREE AND FAIR ELECTION:

Democracywatch is a leading member of Election Working Group (EWG) which is a coalition of 27 NGOs formed in 2006. Funded mainly by DFID and at General Election periods SDC, USAID, EU and other European countries also donate to this huge body of trained observers who cover all constituencies for ensuring a free and fair election. This fund is managed and coordinated by The Asia Foundation. Democracywatch was established to strengthen democratic process by ensuring free and fair election and it engaged hundreds of trained observers on GNDEM principles to monitor all elections held since 1996. We are the largest and most experienced election monitoring organisations in the group. This gave us the opportunity of being a member of Commonwealth Observer group of London. Our ED, now chairperson was invited to be an observer of elections held in many commonwealth countries around the world.

During this year two major City Corporation elections in Narayanganj and Comilla were observed. We engaged local partners and our own observers. They received training to observe entire election process with total neutrality, to ensure free and fair election and reporting any irregularities. These reports were sent to EWG central office using mobile phones as a part of Technology Based Observation (TBO). Democracywatch took part in all dialogues with the civil society held at Bangladesh Election Commission and raised some important issues to be addressed.

## JUSTICE FOR ALL:

Funded by USAID this project was implemented in Mymensing and Tangail. Tangail project ended in 2016 but Mymensing is continuing. The goal of this project is to improve access to justice for the poor and vulnerable, improve and activate District and Upazila Legal Aid Committees and build awareness about the governments' legal aid initiative. Varied activities were undertaken to achieve these goals. It was a difficult task but this has been a successful project in providing an opportunity to fair trial to the deprived, vulnerable, victims of domestic violence and prisoners, who were unaware of the Governments' Legal Aid Service. Many took this service for their benefit. We are especially gratified to be able to help many poor and deprived women through this project. We are hoping to continue this programme soon.

## ACTIVE CITIZEN YOUTH LEADERSHIP TRAINING (ACYLT)

Funded by British Council since 2011 this project has been renewed every year with some gaps. Youths from different educational institutions join these trainings for four days to be aware of their social responsibilities, overcome traditional barriers which

hamper development, acquire gender sensitivity to influence their community through various Social Action Programmes (SAP). Many of these SAPs are continuing. This successful programme created some amazing leaders who were sent abroad for further training to be facilitators to be able to train and inspire other young people like themselves for the development of the country and sustainability. We are very happy to be involved with this innovative programme over a long period. We are sincerely grateful to British Council for entrusting us with this unique activity.

## LIFESKILLS TRAINING

This is our own income generating project which was DW's first initiative taken in 1995. Our leadership training includes :

- ◆ English for general purposes
- ◆ Basic Computing
- ◆ Programming
- ◆ Graphics and Web Designing

Lifestyle classes are given free with all courses which include manner, etiquette, ethics and social behaviour to build their confidence. This has always been a very popular course. So far over 26000 students benefitted by this unique leadership training, many of whom are engaged fruitfully in the social and economic spheres of Bangladesh. Unfortunately admission to these courses reduced drastically due to various reasons which affected us badly as we had to struggle for resources to share the project funding and meet the administration cost. We are taking steps to introduce new courses to revive it. We hope to be in a better situation next year.

We only implemented these few projects with due diligence, honesty and transparency. However it was difficult as in most cases they were implemented on cost sharing basis which was a big challenge for us as our income generating programme suffered severe knock and needed a new lease of life with innovative training schemes.

Many thanks to the Donors, NGOB, the Board of Governors well wishers and my dear colleagues who did not lose faith in Democracywatch fulfilling its aim of strengthening democracy by involving people. We look forward to your cooperation and goodwill.

Thank you.

Wazed Feroj

Acting Executive Director

# GOVERNANCE

## Local governance Program SHARIQUE

**Development partner:** HELVETAS Swiss Inter Cooperation Bangladesh

**Duration:** 1st July 2017 to 30th November 2019

**Goal:** The overall project goal is that SHARIQUE contributes to the empowerment of local citizens to make and implement inclusive, gender sensitive and pro-poor collective choices and decisions about their lives and livelihoods through more democratic, transparent, inclusive and effective local government systems.

### **Objectives:**

*Outcome 1:* Citizens, demonstrate more effective participation in decision-making and more effectively hold Union Parishads to account in the selected (2) districts.

*Outcome 2:* Union Parishads in the selected (6) districts demonstrate more effective, accountable and inclusive local governance and apply efficiently public management systems.

*Outcome 3:* National actors use and institutionalize tested Sharique capacity development tools for strengthening Union Parishad governance

**Areas:** Seven Upazila of Gaibandha District (Gaibandha, Fulchari, Saghata, Gobindaganj, Palashbari, Sadullapur and Sundarganj)

**Stakeholders:** All Citizens, especially pro-poor of Gaibandha district.

**Manpower:** A dynamic team of 16 staff, including a Team Leader, a Finance Officer (Female), 12 Field Officers and two support staff, is working here. There are 4 female Field Officers in the team, who deal with all the adverse conditions and are working using Motor Cycle.

### **Major Achievements: (Period July-2017 to June-2018)**

Democracywatch believes that to improve the local good governance system, both the public and the Union Parishad-UP will have to work for it as a whole. And with this aim, we have been working with the help of the UPs since the beginning. SHARIQUE is a knowledge support-based project, so the achievements of these projects are time-consuming to be visible. Presently, the number of training and number of participants in the training are our achievements.



## **Orient Volunteers to organize Ward Platform Formation Meeting:**



The main objective of this program was to provide orientation to at least two female and males from each ward so that they could organize meetings with representatives from all the villages of their respective wards. Our Field Officers conducted orientation sessions for this. During the reporting period we have conducted 82 orientation sessions where a total of 1458 volunteer participated. Although Gaibandha district is a

religiously conservation area, we were able to train 47.89% women volunteers. Trained female volunteers are interested to give voluntary service and they are committed to serve the community people. But after training when they get involved in some social activities they face objections from their husband/parents. But by sheer determination these women were able to overcome these family, social and religious obstacles and successfully organized Ward Platform-WP formation meetings in their respective wards and formed the WP.

## **Ward Platform Formation Meeting:**

People from different backgrounds i.e. farmer, retired service holder, member of CBOs, member of clubs, group member of other NGOs, religious leader, ethnic minority, youth, senior citizens, small traders, fishermen sand representatives of all villages in each ward were gathered to form WPs. Volunteers successfully formed 737 ward platforms where a total of 16951 citizens were selected as members of WPs. Each Ward Platform-WP has 15-25 members, of whom 47.89% are women. WP members attended the Ward Shavas and placed their demands. We hope that through this Ward Platforms women will have the opportunity to establish their own rights and will gradually be engaged meaningfully in the activities of Union Parishad.



## Training on Local Governance self-assessments (LGSA) to volunteer:

This training is basically workshops to make the community people aware about local good governance, so that they are encouraged to develop local governance and help UPs to implement their activities. The objective of this training is to enable some volunteers at the ward level for the members of the WPs so that they can help the Field Officers. This training has been provided to 288 volunteers of 16 unions during the reporting period. Here too, the participation of 49.58% of women volunteers was significant.



## Training on roles and Responsibilities of UP:



Organized trainings for citizens to be aware of the duties of Union and Upazila Parishad. Such training experience was completely new to them, so they were very interested and enjoyed it. This year we have conducted a total of 246 training sessions at the community level where 7567 WP members participated from 82 Unions. Among the total participants 57.75% were female. We have observed that after getting training, many of the WP

members are going to their Union Parishads more often.

## Training on Ward Shava-WS to CBOs:

Training was provided to the members of the Ward Platform. Although the citizen's group is called Ward Platform, it is actually Community Based Organization-CBO. The main objective of the training is that, the organized citizen will know about the importance



and policies of Ward Shava. They will also know about their rights, roles and responsibilities in Ward Shava meetings.

During the reporting period we have conducted 246 training sessions for WP members where a total of 7546 WP participated. The presence of 4418 female members of the total participants was notable. This opportunity came to them as most of the men were busy in harvesting in the field at that time. This concept of training was also new to the participants. Because they thought conducting the Ward Shava Meetings was the responsibility of Union Parishads and they had no role in it. After training, they realized that the responsibility of this work is not only on the UPs but as citizens they have a lot of responsibilities too. But unfortunately they are mostly unable to do much as the Union Parishads fail to organize the Ward Shavas which is a legal requirement.

During the reporting period 8 Union Parishad out of 82, have organized Ward Shava Meeting where 638 members of the Ward Platform were present, out of which there were 264 female members. 30 UPs have conducted Open Budget Meeting (OBM). Our achievement is that the community people did not want to attend these meetings before, but now they have realized this to be their duty.

### **Staff capacity building:**

During the reporting period, the donor agency provided the following training to increase the efficiency of our staff:

- ToT on Local Governance self assessments -LGSA (All staff)
- ToT on Roles and Responsibilities of UP to Citizen (All staff)
- ToT on Ward Shava for Citizen (All staff)
- ToT on Social Safety Net (All staff)
- Training on Gender Sensitivity (All staff)



### **Major Challenges:**

- Difficulty in getting people to attend trainings without the provision of any payment for transportation
- Start activities on the demand side without any inception meeting and delay in the supply side activities

- To gain the trust of the people and the Union Parishad-UPs and Citizens through the project work.
- To mitigate the situational gap between demand and supply side within a short time.
- Citizen's participation in UP activities and Inclusion of Ward Platform-WP members in various committees of the Union Parishad-UP. Where most of the UPs are not interested and do not want to tell the citizens about their work.

## Ensuring Free and Fair Election

**Development Partner:** The Asia Foundation (TAF)

**Duration:** July 2017- 30 June 2018

Democracywatch is a member of 27 member body of election observers groups (EWG). It has been observing all national and local government elections, by-elections and re-elections from its inception in 1996. This year the organization observed Rangpur, Gazipur and Sylhet City Corporation elections. We recruited about 70 observers for the Election Day observation.

**Democracywatch monitored local Government elections to achieve the following objectives.**

- Enhance Transparency and Credibility of Election Processes
- Decrease Political and Electoral Violence
- Strengthen the Quality of Representation and Democratic Accountability
- Deter irregularities, intimidation and violence in election.

**Stakeholders:** Voter (Male and Female), Election Commission Bangladesh, Upazila and District Election Offices, Government Officials including Law Enforcing Agencies, International and National Election monitoring Organizations, Political Parties, Civil Society and Media



**Major Activities:**

- Observers training and orientation on election observation at city corporation Election.
- Election day observation (Election Officials and law enforcing agencies activities,

voter turnout, and counting process )

- Observed child involved in election process and Election Day.

### **Achievements:**

- Successfully conducted 3 trainings in City Corporation Election Observation.
- 70 observers received direct training on election observation as short term observer (STOs) among them 30% were female observers.
- Observed 120 Polling Stations in City Corporations Election.
- Technology based observation (TBO) using Mobile phone in City Corporations Elections was followed.
- Attended in different meetings in Election Commission and briefed them on observation issues.



### **Challenges and recommendations for free and fair election:**

- Election Commission and local administration should maintain close coordination in ensuring a free and fair election.
- The number of women's booths should be increased to equal number of men's booth .
- Training for the presiding officers and polling officers to conduct a free and fair election should be organized for a longer period.
- BEC complexities in providing accreditation cards to the observers should be resolved.
- The polling agents, who have important role in the polling process, should get proper training to carry out their duties smoothly and get free access to the polling center.
- The polling stations should be established in a convenient location for the voters.
- The infrastructure of polling stations should be improved.
- The voter list should be reviewed and counter checked by third party monitoring for the next elections.

### **Mitigating factors:**

- Trained, committed, sincere and hardworking observers.
- Meeting with potential stakeholders .
- A contingency plan to help implement target activities as per per plan

## USAID's Justice for All Program (JFA)-Mymensingh and Tangail

**Development Partner:** United States Agency for International Development

**Duration:** July 2017 to 30 June 2018

**Goal:** Improve access to justice (according to section 27 of Bangladesh Constitution & Legal Aid Act-2000.)

### Objectives:

- Increasing the level of activation and coordination of the District, Upazila and Union Parishad Legal Aid committees within the target District;
- Increasing awareness of government legal aid and legal rights among mass people;
- Increasing acceptance of the use of formal justice system among communities.

**Target beneficiaries/ Stakeholder:** At the District level District Legal Aid Committee (DLAC), District Legal Aid Officer (DLAO), Panel Lawyers and Judges are the primary beneficiary of the project. 120 members of 8 Upazila Legal Aid Committee (UZLAC), 1320 members of Union Parishad Legal Aid Committee(UPLAC) and at Chowki court level 15 members of Chowki Legal Aid Committee ( CLAC) are the primary beneficiary of the project. Priority is given to poor, deprived women and indigenous people in the target UPs.

**Area(s):** The project is implemented in 1 Chowki (Ishwargonj), 8 Upazilas and 88 Union Parishads of Mymensingh District.

### Activities:

- Orientation of Legal Aid to members of UZLAC, UPLAC, CLAC facilitating and monitoring meeting and the coordination mechanism among them.
- Orientation of members of UZLAC,UPLAC,CLAC; and facilitation and monitoring of bi-monthly meeting of UZLAC, UPLAC and CLAC; Facilitation and monitoring of monthly meeting of CLAC; facilitation of quarterly coordination mechanism between DLAC,UZLAC and UPLAC
- Development and printing of information and awareness materials (Leaflets, brochures, posters, stickers, etc.)





- Installation of information boards or signboards at the District, Upazila and Union level.
- Courtyards meetings and other message dissemination workshops or discussion program;
- Miking campaigns at Upazila and union level;

- Local cultural programs (video projection) to bring people together to give information.
- Public hearing at Upazila level;
- Mock exercise of court procedures;
- Update of the UP Web portal through UP information services center on Legal Aid services.



- School based debates / School based debate with video projection
- National Legal Aid Day celebration at District and Upazila level;

## **Summary of major achievements and results:**

At the very outset of the project our prime activity was to assist the 88 Unions and 06 Upazilas is to form legal aid committees as guided in the Legal Aid Act 2000. Later on, with a view to activate the UPLACs & UZLACs necessary assistance were given to hold the Bi-monthly meetings, motivated the committee members for case referral and raise awareness among mass people. At the same time the stakeholders meeting continued for fine tuning the responsibilities of the duty bearers to foster harmony while providing legal aid service to the clients. These activities ultimately made a flow of legal aid seekers to DLAC and created scopes for establishing the client's legal rights.

To increase visibility of govt. legal aid service, the project printed posters, information cards and leaflets. 89 Citizen Charter boards on legal aid were installed at Union and Chowki Adalat (Court), 10 bill boards were set up at Upazila level, judge court, district jail and other public places. To reach the house wives and population of remote areas, courtyard meetings and miking campaign were carried on. All these events contribute in increasing application for getting legal aid through DLAC-Mymensingh.

# YOUTH LEADERSHIP

## Active Citizens Youth Leadership Training (ACYLT)

**Objective:** To increase the number of young people that see active citizenship as a way of overcoming traditional barriers, accessing decision makers and influencing the lives of their community.

### Achievements

- Ten Social Action Projects initiated from Active Citizens volunteers in different remote areas of Bangladesh.
- Seventeen 4-days long ACYLT sessions were arranged and 630 participants (315 male and 315 female) joined in those sessions.
- Two volunteers from DW participated in an International Study Visit (ISV) held in UK.

### Participants' Competence

In total 630 youths, both male and female, participated in the training and responded that the training helped them build skills in identifying their potentialities and gain competence to seek help in order to utilize local resources. The youth participants shared their social action project (SAP) plans i.e. Environment, Sounds of Tree- Know name of Trees, Traffic Jam, Safe road, Education for street children by which they work together with their community for local developments.



Several groups of volunteers emerged from these training from Dhaka, Tangail, Mymensingh, Noakhali, Narsingdi, Sylhet and Kushtia,. Some of them have been working on sustainable development such as waste management, promote positive social behaviour, stop child abuse, mental health, tree plantation, violence against women, Stop online harassment and sanitation etc.



Most of the volunteers have been proactive and responsive to immediate needs of their community considering the limitations they have. Some of the Social Action projects initiated by DW volunteers have received supports from community people, entrepreneurs, clubs and trusts.

## **Challenges**

### **a) Organizational:**

Due to other official assignments allocation of human resources committed to conduct training sessions and ensure best possible outcome is one of the major challenges perceived by DW. Please find below other challenges:

- Conducting training sessions in urban areas
- Regular monitoring and evaluation of SAPs after the training session

### **b) Facilitators:**

Pre and post training tools need to be revised to conform to the session objectives and expected immediate outcome from the training.

- Motivating young people to act spontaneously
- Monitoring SAP

### **c) Participants:**

- Designing and implementing SAP by the participants
- Time and finance

## **Way Forward**

To overcome some of the above mentioned challenges, actions to overcome are being taken in consultation with British Council and other partner organizations for smooth operation in future.

## Case Study

### **“Safe Period” – Our road to win the “Global Active Citizens Social Action Project Competition 2018”**



Recently, the British Council organized a competition (Active Citizens Social Action Project Competition - 2018), where numerous applications from 68 countries of the world connected to the British Council's network came in and out of which only five "social action projects" were selected for the final voting stage in social media. These five selected social action projects were published in Active Citizen's Global page for voting and after three days of voting, our project "Safe Period" won the title by leaving behind other four projects from Indonesia, Sri

Lanka, Albania and Pakistan. “Safe Period” is all about ensuring menstrual hygiene in lower-middle-class teenage girls and creating awareness to break the taboo in our society.

As a result of this winning, I was invited to visit the British Council’s headquarter in London, UK to receive the award and represent our project on a global platform. This was undoubtedly a lifetime opportunity for me. It was a three days event and there were also 50 more participants from 15 different countries. First, two days were about orientation and preparation and on the final day I presented our project along with other seven projects. To be honest I was a bit nervous that, will I be able to deliver properly or not. I am a positive person and always try to think positively, and motivated myself by thinking that I am Bangladesh today and if I can’t then who will? After the presentation when I heard a big round of applause, I understood that I did well and motivation to myself worked. And beside the stage, there were stalls of our projects and people were gathering around to know more about our project.

In my opinion, the purpose of this kind of global events is to share knowledge and experience with each other so that we can use and implement these to our projects or in activities in our own countries. When a participant from Ethiopia asked my permission to replicate our project in her country because the problem is more severe than our country that moment I felt so proud which I cannot express in my words. I did not imagine that one day a project we started in our country in a very micro level and now this will serve in another region of our world to make people's lives better and bring a positive change to the society. This is so inspirational for us and our responsibility is now bigger than ever. We will work now harder to bring the change in a larger extent and hope that we will be able to educate every girl about menstrual hygiene so that they can stay well and contribute to our world to be a better place.

It all started in February 2017 when I took my "Active Citizens Youth Leadership Training" and on the last day we decided to work on this issue and fixed our project "Safe Period". Including me, on our team, we have six more members (Jui, Tuhin, Imraul, Fateema, Hafiza, Naznin). They are the best team members and worked relentlessly to make this happen.

Currently, I am doing my Masters in International Relations at University of Dhaka. University life is almost at the last stage, and only a few months are left. Walk around, watch movies, read books, play cricket and eating are my favorite activities. When I get some time, I go outside and talk with random strangers. Talking to them encourages me to do something good, to change my country, eventually our world and make it a better place.

## PRODIGY

**Development partner:** The British Council Dhaka.

**Duration:** 1 July 2017- 31May 2019

### Goal:

Building on the success of the PRODIGY (Promoting Democratic Inclusion and Governance through Youth) pilot phase, PRODIGY-II aims to increase peaceful and meaningful civic participation in local governance and to create a more inclusive society by promoting accountability, transparency, inclusivity and social cohesion as well as upholding pluralism and valuing difference in perspectives

### Objectives:

The Key Objectives of the PRODIGY-II are

- Objective1: Youth demonstrate knowledge on leadership, accountability, transparency and inclusivity, pluralism and freedom of expression.
- Objective2: Empower a network of trained youth to engage wider communications on issues around governance, pluralism and freedom of expression to raise awareness and level of motivation among citizens.
- Objective3: Recognition and demonstration of youth activities.

### Areas:

Partner	Division	District	Upazila/City Corporation	Union Parishad/Municipality/Wa	Remarks
Democracywatch	Dhaka	Dhaka	Savar	Amin Bazar Union	Old Location
				Tetuljhora Union	
				Bonagoan Union	
			Dhaka South City Corporation	Ward 19(DSCC)	New Location
				Ward 12(DSCC)	

### Stakeholders:

- Community Youth leader ( 18-35 years),
- Local government institution
- Citizens of community (men & female)

## Major Achievements:

- 180 youth leader received 4 training on leadership, transparency, accountability, social harmony, grant management.
- 23 social action projects (SAP) finalized designing and start implementation. Out of which 14 got awarded by small grant from BC
- 23 mentors were selected for providing support and mentoring for SAP implementation.
- 5 participants completed 3 months internship with local government.



## Major Challenges:

- The authorities of both wards of DSCC are too keen to co-operate and support which sometimes appears as threat due to the political situation.
- Time constraint is one of the challenges faced by participants.
- Conducting activities during election period are a challenge.
- Drop out of participants for job, studies and other engagement.
- The Councilors and the Chairmen in spite of being partisans are supportive of the PRODIGY groups which are totally neutral bodies . But it is a challenge to make the community understand that.
- November to December is the exam time of most of the institutions as a result it is difficult to ensure the full participation of the training.
- Due to the City Corporation laws there are limited opportunities to involve community people directly.

## **Case Study:**

### **Let's make a promise to keep our community neat and clean**

#### **Introduction**

Marzan, 21 year old girl who lives in ward 12 under Dhaka South City Corporation face many obstacles day and night. Water logging is a common problem of the area. Sewerage system does not function well as a result the citizens suffer a lot. Identifying this issue Marzan along with her team consulted with the ward commissioner. They tried to make a solution to this problem. In their social action projects they designed an activity to sign a MoU between the citizen and the local authority making a commitment to overcome this problem. They conducted a study to analyze and investigate and came up with a social action project titled "Keep our area free from water logging through clean drainage and sewerage system." The study provides planned activities, achievements, changes, analysis of changes etc. The study also summarizes lessons learned, suggests future direction that the project may take for further development.

#### **Context**

The area of ward 12 is situated in the middle of Dhaka city. Malibug, Gulbag, Shantibug, Indrapuri area are under the ward 12 of Dhaka south city corporation. Around 200000 citizens live in this area. The Socio-economic conditions of the citizen are upper middle and middle class and lower middle class. There is also a slum near Shantibug. Malibug rail crossing is in this area as a result distressed floating and marginalized people have taken shelter in this area. During 2nd training (Training on Transparency, Accountability, Inclusivity and Citizenship) of PRODIGY participants had an opportunity to visit the area and identify some problem in the community. Along with Marzan 9 participants of this group of ward 12 DSCC visited the area and identified problems such as unhygienic environment, disorganized garbage system, open drainage system, drug addiction etc. The Main causes of these problems are lack of knowledge and awareness of community people as well as the gaps between citizen and local council office. They had no idea about the fact that the Ward Councilors had a role to play in this and that they could meet the councilors for helping them to solve the problems.

## **Context Analysis**

The group analyzed the situation met with the councilors, and had a long discussion regarding this issue. This group gave special focus for Malibug, Gulbag and Shantibug link road area. The garbage from under construction buildings creates the blockage to the drainage and sewerage. Besides citizens also throw their garbage any where as there are no specific place for it. The group discussed this with the councilor Mr. Golam Ashraf Talukder. He informed that the total drainage system is controlled by Dhaka City Corporation and LGED. He encouraged the team and ensured that he will extend his hand for the solution of the problem of ward 12. He suggested some initiative to create awareness among the community people for not to dump garbage into the manholes which make the problem more acute by causing water logging.

## **SAP Development**

The group planned some activities for civic participation such as campaign to create awareness among the citizens and the construction firms for proper waste management as well as some activities for local government to create the role of mentoring and monitoring. Thus we had a very successful SAP. They also created a citizen's platform to monitor these activities.

## **Challenges**

First challenges they faced that no one especially the land lords did not admit that main cause of this water logging is created by their construction wastage.

The group is formed mainly with students so managing time together for SAP implementation is a challenge.

## **The Change**

The significant changes that the team made are; the waste management became an issue, a MOU is to be generated at the councilor office with the landlords, building a bridge between the ward councilor and the community people to ensure accountability.

## LIFESKILLS

### **Core Initiative of DW for Income generation (Total 119 student received training from HRP in 2017-18)**

Youth Leadership Training under our Human Resource Development Programme is a core initiative of DW since its inception in 1995. It has trained about 26,000 young and adults up till now. Developed their confidence and leadership. Each year special training is given to the SSC examinees while awaiting their results. This year we could only enroll about 56 candidates only from neighborhood schools. This was due to lack of marketing strategy.

Democracywatch has conducted classes on Awareness on lifestyle and life skills from 1 January 2018 to June 2018 at its premises supported by Hope'87 Bangladesh. A total of 32 student received training on computer, English and Accounting.

We have a well-equipped computer lab (Syedur Rahman Lab) with a highly skilled teacher. Spoken and written English is taught by highly qualified and experienced teachers. The Executive Director herself a UK qualified ESL teacher



personally supervised the lessons and made a syllabus which is followed by the teachers .In addition to this, students are shown English movies, encouraged to write articles, deliver speeches and are given talks on etiquette and manner under our free Lifestyle course. Students are also encouraged to hold social events to develop their capacity to organise various types of functions and events.

All these are offered at a very reasonable fee. A number of deserving but deprived students receive free training. Thus, this component is heavily subsidized personally by the Founder Executive Director (Present Chairperson). With a substantially reduced number of students, DW is finding it extremely difficult to continue with this programme and exploring other income generating ideas.



# PARTNERSHIP AND NETWORKING

## **International Agencies:**

US Agency for International Development (USAID), Swiss Agency for Development and Cooperation (SDC), Japan Social Development Fund (JSDF), DANIDA, DFID, Canadian International Development Agency (CIDA), Swedish International Development Agency (SIDA), United Nations Development Program (UNDP), UNICEF, European Union (EU), Royal Danish Embassy, British High Commission, The American Center, British Council, Commonwealth Foundation and HELVETAS Swiss Intercooperation .

## **International NGOs:**

The Asia Foundation, Counterpart International, Democracy International, International Republican Institute (IRI), National Democratic Institute (NDI), Tetra Tech. ARD, RTI International, Partnership for Transparency Fund (PTF), Development Alternative Initiative (DAI), Relief International (RI), CARE, Action Aid Bangladesh, Save the Children, Volunteer Services Overseas (VSO), Commonwealth Local Government Forum (CLGF), LOGIN, Novib, HWPL-Korea, ADNA.

## **National NGOs:**

Manusher Jonno Foundation (MJF), BRAC, ASA, Ain-O-Salish Kendra (ASK), Bangladesh Legal Aid Services Trust (BLAST), Change Makers, Khan Foundation, PRIP Trust, Steps Towards Development, Governance Advocacy Forum (GAF), Gender Platform, WE CAN Alliance, Bangladesh Alliance for Women Leadership (BDAWL), EWG Foundation. Moreover, Democracywatch has a network of nearly 400 local NGOs and CBOs in over 60 districts in Bangladesh.

# MONITORING

## Monitoring System and Procedure

Democracywatch has a monitoring system to evaluate the project implementation activities for ensuring its success in achieving the objectives and ascertaining transparency to the people, officials and the donors. An experienced monitoring team is responsible for this and regularly monitors the projects at their sites.

Monitoring activities have been undertaken for the proper utilization of funds as well as effective and efficient implementation of the various programs. Monitoring process covers all aspects like drawing up of program guidelines, wide circulation, selection of deserving project proposals as needed by the project, approving release of funds for project implementation, etc. NGOs and donors both monitor all project activities as a tool of control mechanism.

Monitoring guideline: DW has a monitoring policy which is strictly followed by the team.. They follow different methods and tools. All activities and documents are closely and regularly checked according to this policy...

Partner selection process: DW successfully works with local partner NGOs where they do not have their own office. Activities of the Partner NGOs are closely monitored. Partnership contract is only made after strictly evaluating .their political neutrality, credibility within the community, success in achieving their goal, their policy of ensuring transparency of finance and admin and gender policies. Women headed NGOs are mostly preferred. We have worked amicably with a number of them. .

Field Office Monitoring: Regular field office monitoring visits are undertaken not only by the team by our Finance Director also. We collect both qualitative and quantitative data from their work areas and meet the stakeholders according to project indicators.

## Monitoring Policy

- Ensure that the benefits of the projects reach the target groups in time.
- Ensure that the organizations have legality, loyalty to the people, credibility, reliability and capability to deliver the services required for the beneficiaries.
- A general attribute of the selected partner organization should be that it is non-political and non-partisan with members dedicated to community service.
- Ensure innovation and experimentation in organizing services, which are to be related to the needs of the people instead of merely deploying people around services.
- Monitor all the activities related to program and financial management system of Field Office/Partner NGOs on regular basis and prepare a quarterly monitoring report for submission to the Executive Director of DW.

# MANAGEMENT

## Governance Functionality

The Governing Body of DW consists of 15 members from of which 7 members are elected as members of the Board of Governors (BOG). A significant factor is that the majority members of DW's Board of Governors are women. The BOG meets once in every three months and decisions are taken in a participatory manner. The BOG helps and supports in formulating policies for general administration, staff welfare, financial & monitoring planning and evaluations of programs. The board members also personally take part in many activities and programs including recruitment, procurement as and when needed. This initiative promotes complete transparency and enhances goodwill. They are also involved in social and motivational activities of the staff.

The internal management is ensured through the Executive Director's initiative of taking all decisions in consultation with the Directors and general members of staff. Monthly Management and Coordination Meetings are one of the monitoring tools of DW. It aims at looking at the progress, success and limitations of both program and administration. The Coordination meetings are held at two levels i.e. one with the senior managers and the other with all staff level. Senior management meetings are held on a weekly basis and all staff coordination meetings are held Bi monthly. Project implementation meetings are held with project staff for planning and execution of project activities. In addition to this field coordination meetings are held at field level with respective project in charge are present.

The organization has well establish, trained and experienced management staff who take care of internal management in a professional and friendly manner. Governance of DW is ensured according to the rules and regulations of the Memorandum which provides clear vision, mission, goal and values.

# FINANCE

PRIVATE & CONFIDENTIAL

## AUDIT REPORT & FINANCIAL STATEMENTS

OF

**Consolidated Accounts**  
**DEMOCRACYWATCH**

For the period from 01 July 2017 to 30 June 2018

## FAMES & R

CHARTERED ACCOUNTANTS

House # 424, (4th Floor), Road # 30, DOHS Mohakhali, Dhaka-1206  
Contact No-01706446010, 01842801749, 02 8431809

## Auditors' Report

We have audited the accompanying Statement of Consolidated Financial Statements of DEMOCRACYWATCH (DW-JFA Tangail, DW-JFA-Mymensingh, DW-SC-CRG, SHARIQUE-PH-IV and DW-SEBA are audited and rest of the project DW-ACYLTP, DW-CORE and DW-PRODIGY un audited) which comprise the Consolidated Statement of Financial Position as at 30 June 2018, the Consolidated Statement of Comprehensive Income & Consolidated Statement of Receipts & Payments for the year then ended and a summary of significant accounting policies and other explanatory notes.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Bangladesh Financial Reporting Standards (BFRS) and other applicable laws and regulation. This responsibility includes; designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; making accounting estimates that are reasonable in the circumstances.

### Auditors' Responsibility

Our responsibility is to express an opinion on these Financial Statements based on our audit. We conducted our audit in accordance with Bangladesh Standards on Auditing (BSA). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the Financial Statements are free of material misstatement.

An audit involves performing procedures to obtaining audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to the fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





**Opinion:**

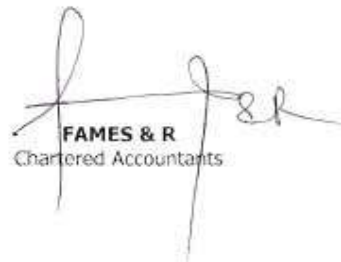
In our opinion, the financial statements prepared in accordance with Bangladesh Accounting Standards (BAS), give a true and fair view as at 30 June 2018 and of the results of its operations and its Statement of Receipts & Payments for the year then ended and other applicable laws and regulations.

We also report that:

- a) we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof;
- b) in our opinion, proper books of account as required by laws have been kept by the Democracywatch Consolidated Accounts so far as it appeared from our examination of these books;
- c) the Statement of Financial Position dealt with by the report are in agreement with the books of account returns; and
- d) the expenditure incurred was for the purposes of the Democracywatch Consolidated Accounts.

**Dhaka,**  
20 November, 2018



  
**FAMES & R**  
Chartered Accountants

DEMOCRACYWATCH  
Consolidated Statement of Financial Position  
As at 30 June 2018

Particulars	Notes	Amount (In Taka)	Amount (In Taka)
		30.06.2018	30.06.2017
<b>PROPERTY, PLANT &amp; EQUIPMENT:</b>			
<b>Non Current Assets:</b>			
Fixed Assets at Cost	7.00	1,996,640	2,398,531
<b>CURRENT ASSETS:</b>			
Receivable, Advances & Others	8.00	1,466,574	556,381
Cash & Cash Equivalent	9.00	6,715,496	6,684,898
<b>Total Assets</b>		<b>10,178,710</b>	<b>9,639,810</b>
<b>FUND &amp; LIABILITIES:</b>			
<b>LIABILITIES:</b>			
Tax deducted at Source-Payable	10.00	-	28,798
VAT Payable	11.00	-	1,722
Salary Payable	12.00	201,233	197,885
Provision for Liabilities	13.00	-	10,000
Loan From Others & Directors	14.00	485,971	40,000
Provident Fund Payable	15.00	1,028,811	1,618,811
Staff Gratuity Fund payable	16.00	1,076,713	1,076,713
Others Payable		25,077	-
<b>FUNDS:</b>			
General Fund	17.00	4,090	4,090
Grants Fund	19.00	5,360,175	4,263,260
Fixed Assets Fund	18.00	1,996,640	2,398,531
<b>Total Liabilities &amp; Fund</b>		<b>10,178,710</b>	<b>9,639,810</b>

The annexed notes form an integral part of the Financial Statements.

  
**FINANCE DIRECTOR**  
**DEMOCRACYWATCH**

  
**EXECUTIVE DIRECTOR**  
**DEMOCRACYWATCH**

This is the Statement of Financial Position referred to in our separate report of even date.

Dated, Dhaka  
20 November, 2018

  
**FAMES & R**  
**CHARTERED ACCOUNTANTS**







**DEMOCRACYWATCH**  
**Consolidated Statement of Comprehensive Income**  
**For the year ended 30 June 2018**

Particulars	Notes	Amount	Amount
		(In Taka)	(In Taka)
		30.06.2018	30.06.2017
<b>INCOME:</b>			
Grants Received from Donor		15,283,818	31,064,641
Transfer from fixed assets fund (For Current year Dep. Expenses)		345,375	426,770
Local Donation		1,366,348	8,019,331
Event Management		195,993	-
Rental Equipment		7,000	31,976
Sales of Materials & Publication		20,000	72,200
Course Fees Income		265,600	300,773
Bank Interest		25,907	131,834
Miscellaneous Income		7,432	4,000
Membership Fees		-	3,500
DW Contributions		530,250	784,704
<b>Total Income</b>		<b>18,047,723</b>	<b>40,839,729</b>
<b>EXPENDITURE:</b>			
Salary & Benefit	20.00	9,870,685	18,102,505
Honorarium	21.00	30,000	86,075
Travel & Local Conveyance	22.00	758,039	1,711,250
Program Support cost	23.00	1,610,113	4,003,788
Program Activity Cost	24.00	4,545,650	9,020,517
Bank Charge		16,215	81,703
Overhead Costs		240,000	1,032,692
Audit Fees		30,000	262,500
Fixed assets sales		-	-
Miscellaneous Expenses		3,100	3,080
Depreciation Expenses		345,375	426,770
<b>Total Expenditure</b>		<b>17,449,177</b>	<b>34,730,881</b>
Excess of Income Over Expenditure / (Excess of Expenditure over Income)		598,546	6,108,848
<b>Total</b>		<b>18,047,723</b>	<b>40,839,729</b>

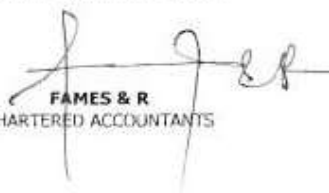
The annexed notes form an integral part of the Financial Statements.

  
**FINANCE DIRECTOR**  
**DEMOCRACYWATCH**

  
**EXECUTIVE DIRECTOR**  
**DEMOCRACYWATCH**

This is the Statement of Comprehensive Income referred to in our separate report of even date.

**Dated, Dhaka**  
29 November, 2018

  
**FAMES & R**  
CHARTERED ACCOUNTANTS



DEMOCRACYWATCH  
Consolidated Statement of Receipts & Payments  
For the period from 01 July 2017 to 30 June 2018

Particulars	Notes	Amount (In Taka)	Amount (In Taka)
		30.06.2018	30.06.2017
<b>RECEIPTS:</b>			
<b>Opening Balance:</b>		<b>6,684,899</b>	<b>3,889,802</b>
Cash in Hand		25,000	135,000
Cash at Bank		6,659,899	3,754,802
Receivables, Advances & Deposits		556,381	1,006,623
Advance VAT & Tax		-	-
<b>Total Opening Balance</b>		<b>7,241,280</b>	<b>4,896,425</b>
Grants Received from Donor		15,780,894	34,896,014
Local Donation		1,366,348	8,019,331
Event Management		195,993	31,976
Rental Equipment		7,000	-
Sales of Materials & Publication		20,000	72,200
Course Fees Income		265,600	300,773
Accounts Receivable realized		-	64,631
Income from Photocopy		-	-
Loan from others		445,971	40,000
Fixed assets sales		-	1,835,979
Membership Fee		-	3,500
Miscellaneous Income		7,432	4,000
Bank Interest		25,906	131,834
DW Contributions		530,250	784,704
<b>Sub Total of Receipts</b>		<b>18,645,394</b>	<b>46,184,942</b>
<b>Total Receipts</b>		<b>25,886,674</b>	<b>51,081,367</b>
<b>PAYMENTS:</b>			
Salary & Benefits		9,845,122	18,102,505
Consultancy Fee/ Honorarium		30,000	86,075
Travel & Local Conveyance		758,039	1,711,250
Program Support Cost		1,607,251	3,973,641
Program Activity Cost		4,545,872	9,020,517
Bank Charges		16,214	81,704
Overhead Cost		240,000	1,032,692
Audit Fee		30,000	252,500
Tax & VAT Payable paid		30,148	5,532
Provision for Exp. Paid		8,707	40,000
Others payable paid		-	9,967
Fixed Assets Purchase		-	-
PF Payable paid		590,000	2,302,671
GF Payable paid		-	1,022,538
Salary payable paid		-	1,062,872
Insurance Paid		-	-
Fund refund to Donor		-	998,012



Particulars	Notes	Amount (In Taka)	Amount (In Taka)
		30.06.2018	30.06.2017
Loan paid to other project			4,134,533
Miscellaneous Cost		3,100	3,080
Advance against Program Activities		1,466,724	556,381
<b>Sub-total of Payments</b>		<b>19,171,178</b>	<b>44,396,469</b>
<b>Closing Balance:</b>		<b>6,715,496</b>	<b>6,684,898</b>
Cash in Hand		39,400	25,000
Cash at Bank		6,676,096	6,659,898
<b>Total Payments</b>		<b>25,886,674</b>	<b>51,081,367</b>

The annexed notes form an integral part of the Financial Statements:

  
**FINANCE DIRECTOR**  
**DEMOCRACYWATCH**

  
**EXECUTIVE DIRECTOR**  
**DEMOCRACYWATCH**

This is the Statement of Receipts and Payments referred to in our separate report of even date.

**Dated, Dhaka**  
20 November, 2018

  
**FAMES & R**  
CHARTERED ACCOUNTANTS



# Democracywatch

15 Eskaton Garden Road, Ramna, Dhaka-1000

**Executive Committee Member, 2018**



**Mrs. Taleya Rehman**  
Chairperson  
Women leader and  
development activist  
Media personality.



**Tahrunnesa Abdullah**  
Vice Chairperson  
Magsaysay Prize winner  
Social Development &  
Research Consultant



**Mr. Rathindra Kumar  
Chowdhury**  
Treasurer  
Consultant and Development  
activist



**Mr. Mirza Najmul Huda**  
Member  
Development &  
Management Consultant



**Professor Dr. Nazmunnessa  
Mahtab**  
Member  
University of Dhaka Women &  
Gender Studies Department,  
Gender and Development  
Specialist Author



**Ms. Wahida Banu**  
Member  
Executive Director,  
Aparajeyo-  
Bangladesh Development  
Activist



**Sanjeeb Drong**  
Member  
Executive Director  
Indigenous People and  
Development Services (IPDS)  
and Development activist  
Spokesperson for Indigenous

people.



**Wazed Feroj**  
Acting Executive Director  
Democracywatch  
15 Eskaton Garden Road  
Ramna, Dhaka-1000  
Activist

**Members of the General Body**  
**Democracywatch**  
**15 Eskaton Garden Road, Ramna, Dhaka-1000**

SI	Name	Title	Address	Phone	Email
1.	<b>Taleya Rehman</b> Democracywatch	Chairperson	15 Eskaton Garden Road, Ramna, Dhaka-1000	832 2440-1 (Res) Mob : 01713 014 898	taleyarehman@gmail.com;
2.	<b>Ms. Tahrunnesa Abdullah</b> Chairperson ASA, GOB member BRAC, ASK, RADD, NGO Forum	Vice Chairperson	Century Tower Flat - B9 119/1 BoroMoghbar, Ramna, Dhaka -1217	8315460 (Res) Mob: 01713084024	Tabdullah1937@yahoo.com
3.	<b>Mr. Rathindra Kumar Chowdhury</b> Chief Executive Officer Queen South Textile Mills LTD.	Treasurer	C/O W.C SantanuChowdhury DS DSCSC Mirpur Cantonment House No: 220/4	Mob : 01711 568 334 01716122462 (Daughter in law)	ranju5_chowdhury@ yahoo.com
4.	<b>Mr. Mirza Najmul Huda</b> Development & Management Consultant	Member	House # 57, Road # 6A Dhanmandi RA, Dhaka	911 5660 (Res) Mob : 01819 219 637	<a href="mailto:mnhuda68@gmail.com">mnhuda68@gmail.com</a> ;
5.	<b>Dr. Nazmunnesa Mahtab</b> Professor Women & Gender Studies Department, University of Dhaka	Member	Flat : 4E Green Heritage Apartment House # 1, Road # 34, Gulshan, Dhaka	966 1900-73 Ext 6530 881 3621 (Res) Mob : 01819 201 646	nazmahtab1946@ yahoo.com;
6.	<b>Ms. Wahida Banu</b> Executive Director Aparajeyo Bangladesh	Member	Sornali Garden, PROBAL, 14/3/A, 22 Teki, Mirpur- 13, Dhaka	9029556, 9021262, 9021263, Mob: 01713 000632	<a href="mailto:wahida@aparajeyo.org">wahida@aparajeyo.org</a> ;
7.	<b>Mr. Sanjeeb Drong</b> Executive Director Indigenous People Development Services (IPDS)	Member	Executive Director Indigenous People Development Services(IPDS) H: 62 Probal Housing Ring Road Mohammadpur Dhaka 1207.	Mob: 01711804025	<a href="mailto:sanjeedrongs@gmail.com">sanjeedrongs@gmail.com</a>

SI	Name	Title	Address	Phone	Email
8.	<b>Dr. Naim Ahmed</b>	Member	166/1 Mirpur Road, Kalabagan, Dhaka- 1205	01713 083693, 01199 858538, 01199 845087, 9118325 (Res.)	<a href="mailto:info@sahmedassociates.com">info@sahmedassociates.com</a> ;
9.	<b>Husne Jahan Alam</b>	Member	Eastern Heaven # 201 9 Segunbagicha Dhaka 1000	9361496(res)	
10.	<b>Prof. Dilara Chowdhury</b>	Member	Waterside Plaza Apartment: A 2 House 28 Road: 13/A Dhanmondi	01934 840428 01552 405507	<a href="mailto:Dilara1964@yahoo.com">Dilara1964@yahoo.com</a>
11.	<b>Dr. Nitai Kanti Das,</b>	Member	Apt# E/2, ANIKET, H# 7, R# 2, East Merul, Nimtala, Badda, Dhaka-1212	01711 564887	<a href="mailto:nitaikanti-das@gmail.com">nitaikanti-das@gmail.com</a> ; <a href="mailto:nitaidas06@yahoo.com">nitaidas06@yahoo.com</a> ;
12.	<b>Dr. Nasir Uddin</b>	Member	La Cassandra - A 4 44 RK Mission Road Dhaka 1203	01711 527227	<a href="mailto:drnasiruddin@yahoo.com">drnasiruddin@yahoo.com</a> ;
13.	<b>Mrs. Mosfaka Rahman</b>	Member	Flat # A5, House# 10, Road# 9, Sec# 3, Uttara Model Town, Uttara, Dhaka.	913 0494 (Res) Mob : 01817 584 530	<a href="mailto:rahman.mosfafa@gmail.com">rahman.mosfafa@gmail.com</a> ;
14.	<b>Dr. Benedict Alo D'Rozario</b>	Member	2, Outer Circular Road Shantibagh Dhaka -1217	Telephone: 8315405-9 Fax: +880 2 8314993 01713 010412	<a href="mailto:ed@caritasbd.org">ed@caritasbd.org</a> ;
15.	<b>Ms. Jowshan Ara Rahman</b>	Member	H# 48, R# 20, Sec# 03, Uttara, Dhaka	01713 042770	<a href="mailto:jarmac1936@hotmail.com">jarmac1936@hotmail.com</a> ;
16.	<b>Wazed Feroj</b>			01713122620	<a href="mailto:wazedferoj@rocketmail.com">wazedferoj@rocketmail.com</a>